



**HIGHER EDUCATION**

**STUDENT HANDBOOK**

## **SEMINOLE NATION HIGHER EDUCATION DEPARTMENT SCHOLARSHIP POLICY and PROCEDURES**

The policy of the Seminole Nation Higher Education Scholarship is to assist as many Seminole tribal members attending colleges, and universities with funding within the set guidelines. The Seminole Nation Higher Education is funded by the BIA.

### **I. Distribution of Applications**

- A. Prospective students can print the application from the Seminole Nation Department of Education website or it can be mailed upon request.

### **II. Requirement of the Applications**

- A. The completed original application must be submitted to the Seminole Nation Higher Education Department by the deadline stipulated per semester.
- B. A copy of the student's Seminole Nation Tribal Membership card must be included.
- C. Copy of CDIB
- D. Higher Education Student Agreement
- E. Authorization to Release Information and Privacy Statement
- F. Financial Aid Form signed by the school's financial aid officer
- G. Verification of enrollment signed or stamped by the Registrar's Office of the school must be included.
- H. Copy of the student's transcript from the previous semester must be sent to the Seminole Nation Higher Education department. If the student has just graduated from high school, they will need to include a copy of their final high school transcript.
- I. The student must maintain a GPA of at least a 2.50 to be eligible to receive the scholarship. Failure to do so will result in academic probation. If the GPA requirements are not met while on academic probation period the student will be removed from the scholarship program. The student can re-apply when they provide a transcript with the required GPA of 2.50

### **III. Third-Party Release of Records**

- A. The Seminole Nation Higher Education Department will not release information of any kind concerning a student without a signed release on file, at the Seminole Nation Higher Education Department.

### **IV. Intake of the Application**

#### **A. Colleges and Universities utilizing Semester or Trimester System**

1. Students attending colleges or universities operating on the Semester system will have to submit an application and all required documents for semester attended.
2. The application should be mailed by the deadline, (September 1) for the Fall semester, and (December 31) for the Spring semester. **Applications received and/ or postmarked after the deadline will be considered late and not receive funding.**

#### **B. College or University utilizing the Quarter System**

Students attending colleges or universities operating on the quarter system will have to submit an application and all required documents for each quarter attended.

1. The applications must be mailed to the Seminole Nation Higher Education Department. The application should be mailed by the deadline (September 1) for the Fall semester, and (December 31) for the Spring semester. **Applications received and/or postmarked after the deadline will be considered late and not receive funding.**

## **V. Hardships**

A “Hardship” is defined by this policy as “an event, whether medical, emotional, or a natural disaster that keeps a student from completing the hours in the semester for which he/she has been awarded.” Examples of hardships may include, but not limited to prolonged illness, car accident, death of a family member, or a natural disaster. These hardships may be excused and a student may become eligible provided he/she submits documentation that verifies the circumstances.

**\*\* The student must be able to provide the following to be considered for hardships:**

### **A. For class withdrawals or Fs:**

1. Medical statement from physician as to why student withdrew or could not complete classes successfully; and
2. Letter from the student asking for hardship consideration. Letter must explain hardship circumstances.
3. Any other documentation as proof of hardship.

### **B. For Incomplete (I) Grades:**

1. If for medical reasons- medical statement from physician as to why student could not complete successfully.
2. Letter from student asking for hardship consideration and a future date of when the course in which he/she received monies and incomplete (I) would be completed.

## **Other Reason:**

Letter from the student asking for hardship consideration and a future date of when the course in which he/she received an incomplete (I) would be completed. During the semester following the hardship, the student will be placed on academic probation and must maintain a 2.50 GPA in the probationary semester to continue funding from the Seminole Nation Higher Education Scholarship. If the student fails to meet the GPA requirement, the student will not be funded until a transcript is provided to the Seminole Nation Higher Education Department meeting the 2.50 GPA requirements; if not, funding will cease until official transcript is provided.

## **VI. Eligibility**

- A. If a student withdraws early and receives scholarship monies from the school, the money must be sent back to the Seminole Nation Higher Education Department immediately.
- B. If a student falls below a 2.50 GPA and does not qualify for hardship, they will be placed on academic probation for one semester. Students must present their official transcripts verifying

completion of the exact hours awarded previously with a semester 2.50 or higher to have probation removed.

- C. The Seminole Nation Higher Education Department will fund Seminole Nation tribal students up 150 credit hours earned.

## VII. Selection and Award Process of the Applicants

- A. All applicants are reviewed to make sure all documents have been received.  
B. Upon receipt of the application, all students are entered into the database.

## VIII. Distribution of Awards

- A. Award monies may only be used for the following areas:
1. Tuition- is the amount of monies the student must pay per credit hour for their enrollment during their current semester; this amount varies depending on the institution.
  2. Fees- monies charged per student to attend the institution at a per credit hour rate
  3. Books- are considered to be any textbook, manual, or required readings compiled per instructor for the successful completion of course.
  4. School supplies- include any items required for a student to complete their studies.
  5. Room Board- will be based on the set amount indicated for room and board on the Financial Aid Form completed by the school's financial aid office.

### SCHOLARSHIP AMOUNT

Four-Year Colleges/Universities	FULL-TIME 12 HOURS- \$1,000 <b>MAX \$ 2,00</b> for the school term	PART-TIME 6 HOURS- \$500 <b>MAX \$1,000</b> for the school term
Junior College/Community College	FULL-TIME 12 HOURS- \$800 <b>MAX \$1600</b> for the school term	PART-TIME 6 HOURS - \$400 <b>MAX \$800</b> for the school term
Trimester/Quarterly	FULL-TIME- \$500 <b>MAX \$1000</b> for the school term	PART-TIME -\$300 <b>MAX \$600</b> for the school term
Graduate School	<b>BOOKS ONLY</b> \$300	<b>BOOKS ONLY</b> \$200